

SENIOR BUILDING INSPECTOR

DEFINITION

To provide functional supervision over assigned building inspection tasks and personnel; to assist in administrative duties of the division; and to perform skilled building inspection work and plan checking as necessary.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and nature of duties assigned. In addition to performing skilled inspection work, employees are responsible for functional supervision of building inspection duties including assigning inspections, developing and maintaining inspector training and field safety programs, responding to field problems, developing and coordinating code enforcement efforts, coordination with other departments, maintaining consistency of field inspection work, and coordination with office procedures. Employees at this level are expected to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official.

Exercises functional supervision over Building Inspection tasks and personnel as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Provide functional supervision over assigned personnel; train employees in new policies, procedures, and regulations; assign and review work of building inspectors for adherence to division policies, applicable codes and other legal requirements; control quality and consistency of work; assist in completing employee evaluations.

Assist in developing work plans, procedures and schedules.

Research, develop and implement training programs, field safety programs, policies, and procedures to ensure accurate and uniform application of building, plumbing, mechanical, electrical, and other related codes.

Assist in developing and presenting informational programs to homeowners, builders and businesses concerning Building Division activities.

Research, coordinate, conduct and monitor code enforcement activities, including substandard housing cases, code violation complaints, and general activities.

Perform skilled building inspection work, including field inspections of new residential and commercial buildings to verify compliance with applicable codes and the approved plan, and inspections of existing buildings for new business occupancies.

Maintain inspection and permit files; submit inspection reports as required; perform office duties as necessary.

Assist with other routine Building Division duties, such as plan review, inspections, code enforcement, permit issuance, project coordination, phone and public counter duty as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of assigning, reviewing, and evaluating the work of others.

Principles of training.

Pertinent division rules and procedures.

Safe work practices.

Approved and modern methods, materials, tools and safety used in building construction.

Building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading and flood zone requirements.

Building safety standards.

Ability to:

Assign and review the work of others.

Train employees in new methods, procedures, and code revisions.

Read, understand and interpret construction blueprints, plans and specifications.

Inspect and analyze standard building construction and identify code violations.

Prepare accurate and precise reports, records, and correspondence.

Use safe work practices.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of journey-level experience as a Building Inspector.

Training:

Equivalent to the completion of the twelfth grade supplemented by coursework in building inspection or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate California driver's license.

Possession of, or ability to obtain, an ICBO or equivalent certificate as a Building Inspector or Combination Inspector.

SRBLDINS
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FLSA: NE

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Conflict of Interest